

Using the ACI Quarterly Report Form

Opening the Form

- ☞ Click the Start Button
- ☞ Click Programs
- ☞ Click OneForm (32 Bit) Mental Health
- ☞ Click ACI – Quarterly Report

Using the Form

- The TAB key is used to move forward to each field
- To select the appropriate quarter you may either click with mouse or TAB and press space bar to select
- You will receive “Warning” messages in the following fields:

Demographic Information on Callers – Total Hotline and Total Adm. Agent

Who Called – Total Hotline and Total Adm. Agent

Presenting Problems – Total Hotline and Total Adm. Agent

Disposition of Referrals – Total Hotline and Total Adm. Agent

Face – to – Face Contact – Total Hotline and Total Adm. Agent

Demographic Information on Mobile Crisis Referrals – Total Hotline and Total Adm. Agent

Outcome of Mobile Crisis Referrals – Total Hotline and Total Adm. Agent

These warning messages are to remind you that your totals do not match. Click OK to close the message. Warning messages will not stop you from advancing forward through the form.

- Instructions for completing the data are located on pages 5 through 7 of form. Below are instructions for finding them:
 - ☞ Click Pages on main menu bar
 - ☞ Click Go To
 - ☞ Click the down arrow
 - ☞ Double Click Page 5Use scroll bar to move up and down through instructions
Use Tab key to advance to Page 6 of instructions, etc.
- The tab key can be used to advance through the form and forward from page to page. You may also use the Pages menu on the main menu bar. Please use instructions listed above.
- Questions pertaining to installation and use of form may be directed to Jennifer Boyd @ 573/751-6554.